

MATERIALS MANAGER

Code No. 3-05-112
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important position involving responsibility for the procurement and internal management of supplies, materials, and equipment for a large department, facility or institution of government. Employees of this class execute the purchase, storage and distribution of materials. Direct supervision is exercised over professional and clerical personnel. General supervision is received from an administrator or department head. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Supervises requisition and inventory of materials and supplies;

Purchases materials, supplies and equipment;

Directs proper distribution of supplies and materials to user areas;

Controls and manages proper use of existing equipment;

Researches new products available for use in the field;

Interviews vendor representatives regarding acquisition of materials and supplies;

Supervises or conducts value analysis studies;

Confers with heads of the various sections or divisions concerning specialized equipment needs;

Prepares product specification, and specifications for public bid;

Arranges contractual services.

WHEN ASSIGNED TO THE MONROE COMMUNITY HOSPITAL:

Directs and coordinates all ordering, purchasing and inventory of hospital supplies and equipment;

Prepares bid packages, reviews with users and sends recommendations to buyer;

Leads QIP in keeping with hospital strategic plan;

Manages the Materials Management Department;

Reviews trade publications;

Develops and implements the computerization of purchasing and inventory;

Leads hospital value analysis program;

Ensures Customer focus is all department functions;

Represents department at a variety of meetings;

Prepares and maintains department budget;

Reviews and signs all purchase orders;

Hires, assigns duties to staff, completed performance evaluations and handles any discipline problems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and techniques of purchasing materials and equipment; thorough knowledge of warehousing procedures; good knowledge of the techniques of inventory control; good knowledge of the principles of budget preparation and control; ability to conduct value analysis studies and product research; ability to prepare narrative and statistical reports; ability to prepare and control a budget; ability to manage and control inventories of supplies and equipment; ability to establish effective working relationships; ability to communicate effectively, both orally and in writing; supervisory ability; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency, PLUS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus three (3) years of responsible full time paid or its part-time equivalent supervisory experience involving institutional purchasing, materials management, and product or inventory control in a large public or private organization.

REVISED: April 2, 1981

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